



National
Aeronautics and
Space
Administration

Headquarters Honor Awards Nomination

SUBMIT COMPLETED FORMS TO: HEADQUARTERS HONOR AWARDS COMMITTEE, C/O EXECUTIVE SECRETARY, OPERATIONS BRANCH.
BOTH SIDES OF FORM MUST BE COMPLETED, SEE REVERSE FOR INSTRUCTIONS.

TITLE OF AWARD (Check appropriate box)

☐

CIVIL SERVICE/CONTRACTOR TEAM AWARD

☐

EXCEPTIONAL PERFORMANCE

☐

COOPERATIVE EXTERNAL ACHIEVEMENT

☐

SPACE-SHIP EARTH

☐

CREATIVE MANAGEMENT

☐

SPECIAL SERVICE

☐

EQUAL OPPORTUNITY ACHIEVEMENT

NAME OF NOMINEE OR TEAM

ORGANIZATION

SUPERVISOR OF NOMINEE OR TEAM

PHONE

POSITION TITLE OF NOMINEE

GRADE/STEP

TIME PERIOD COVERED (Dates)

FROM

TO

CONTRACTOR ADDRESS

PHONE

1. IN TWO SENTENCES, BRIEFLY DESCRIBE NOMINEE'S OR GROUP'S DUTIES AND RESPONSIBILITIES (If non-government, describe relationship to NASA.)

2. JUSTIFICATION (Cite significance of accomplishments that are widely recognized and appreciated as contributions to the NASA mission or to the welfare of NASA employees, or for Space-Ship Earth Award nominees, for the betterment of life on Earth. **DO NOT ATTACH ADDITIONAL SHEETS.**)

3. LIST OF ACCOMPLISHMENTS/ACHIEVEMENTS (Cite specific examples. **DO NOT ATTACH ADDITIONAL SHEETS.**)

THIS INFORMATION IS CONFIDENTIAL. THE COMMITTEE MEMBERS WILL NOT KNOW WHO SUBMITTED THE NOMINATION.			
NAME OF NOMINATOR		ORGANIZATION	
POSITION TITLE	GRADE/STEP	PHONE	
NOMINATOR'S SIGNATURE			DATE
INDIVIDUAL ACCEPTING AWARD ON BEHALF OF TEAM			
SUGGESTED CITATION WHEN PRESENTING AWARD <i>(50 words or less)</i>			

INSTRUCTIONS

- Any permanent full-time or part-time Headquarters civil service employee can nominate.
- To be eligible for a civil service award, nominees must have held a permanent full- or part-time civil service position at NASA Headquarters for at least one year, and must be Headquarters employees at the time the nomination period closes. Temporary employees are not eligible (i.e., detailee, including detailees from another NASA center; Stay-in-School; etc.).
- To be eligible for a non-civil service award, nominees must have been a NASA Headquarters contractor for at least one year, and must be a Headquarters contractor at the time the nomination period closes.
- An individual/group may not receive a Headquarters Honor Award in the same category for two consecutive years. Nominations received for a previous year's recipient in the same award category are ineligible.
- An individual/group is ineligible for a Headquarters Honor Award if an Agency-level Honor Award was received by the nominee within the most recent Agency-level Honor Awards cycle.
- Voting members of the Committee are ineligible for nomination.
- Grade level is not a criterion. All grades are eligible.
- Nominees should be representative of the NASA Headquarters population; including women, minorities, individuals with disabilities, and support staff.